



State of Arizona  
Department of Education

Lisa Graham Keegan  
Superintendent of  
Public Instruction

**DATA VERIFICATION POLICY**  
**7-31-00**

The Department of Education would like to make you aware of changes in our policies. Due to the increased number of charter schools as well as the change in statute allowing schools to transfer from one sponsor to another, we will be unable to continue verifying data submitted by charter school sponsors. We will look to the sponsor for accurate data to enter into our database as cited in ARS § 15-183 (S) "The sponsoring entity of a charter school shall have oversight and administrative responsibility for the charter schools that it sponsors." As of 21 July, 2000, ADE will no longer be able to validate data submitted to us from charter school sponsors. We will rely on the sponsors for accurate data for their schools as evidenced by written documentation from representative/s of the sponsor. We envision this to be an initial on the documents or an e-mail from those authorized to submit changes to ADE as defined and submitted by your Boards.

Because payments to schools are based on this information it is important to note that there could be an occasion when a school's payment could be interrupted if the data we have for them in Enterprise is not accurate. This will be especially true for all checks issued via the Grants Management Department. Please note below when changes need to be made and on what forms for payment using the Grants Management system.

We know it will be an adjustment for us all in the beginning, but by working together we will make the system here at ADE even better for your schools. We would like you to tell us those things that schools can report directly to us for change (ie., e-mail addresses), and we will be glad to implement that process.

1. Information from the sponsor, via e-mail or fax, will be entered in Enterprise **without** verification by ADE.
2. Addresses and telephone contact (defined as per list) changes will be accepted/submitted by sponsor without verification by ADE.
3. Minimum requirements for entry of new site or new charter into enterprise. If not met, will be returned to sponsor without action. (Forms attached.)

New Charter/Contract:

- GSA, W-9, Vendor Setup Forms
- New Charter/Contract Information Form

New School Site:

- New Site Information Form

These forms are also available in PDF format online in Section 12 of the Charter School Handbook at <http://www.ade.state.az.us/charterschools/info/handbook/>.

4. If new charter doesn't have an Employer ID# when completing W-9 and Vendor Setup, they must use their SS#. After Employer ID# has been assigned, the forms need to be resubmitted with the new number.
5. GSA, Vendor Setup, W-9 (originals to Grants Management, copy to us), and contract info (Charter School Liaison), to come from sponsor after sponsor verification. (Initial ok.)
6. Changes need to be charter and/or site specific and should include CTDS# and EntityID for each change. (We'll create lists and send to sponsors.)
7. All charter address changes will necessitate changing GSA (for Grants Mgmt), with signature(s) in blue. This must include the authorized signer as per sponsor, and have sponsor OK noted.
8. Address change of charter, Grants Management requires a new Vendor Setup (marked as Change and dated) & W-9 (for Accounting).
9. All authorized signer changes need to change GSA (for Grants Mgmt) by either a new GSA form or a letter on school letterhead, with signature(s) in blue, and sponsor OK noted.
10. Any information the sponsor will allow the school to report directly to ADE must be approved by the sponsor and submitted electronically. A blanket approval would be acceptable for certain fields, ie., e-mail and phone numbers.

# New Charters Information Sheet - Sponsor:

**Date:** \_\_\_\_\_

**Corporate Name:**

\_\_\_\_\_

**dba:**

\_\_\_\_\_

**Legal Entity:**

- For Profit Corp.
- For Profit LLC
- For Profit SP/LP
- Non-Profit Corp.

**Charter Status:**

- Application Approved
- Charter Approved
- Contract Signed

**Date:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Operating:**

- Yes
- No

**Converted from:**

- Private     Other
- Traditional Public (District)

**Opening Date:**

**Changed Sponsor from:**

**Grades Served:**

YR 1, 200 \_\_\_\_  
YR 2, 200 \_\_\_\_  
YR 3, 200 \_\_\_\_  
YR 4, 200 \_\_\_\_  
YR 5, 200 \_\_\_\_

**# Sites:**

YR 1, 200 \_\_\_\_  
YR 2, 200 \_\_\_\_  
YR 3, 200 \_\_\_\_  
YR 4, 200 \_\_\_\_  
YR 5, 200 \_\_\_\_

**Enrollment Caps:**

YR 1, 200 \_\_\_\_  
YR 2, 200 \_\_\_\_  
YR 3, 200 \_\_\_\_  
YR 4, 200 \_\_\_\_  
YR 5, 200 \_\_\_\_

**Teachers Certified:**

- Yes     No

**Number of Instructional Days:**

**Located in this County:**

**Type of School:**

- Basics                       College Prep                       Fine Arts                       General
- Montessori                       Performing Arts                       Pregnant/Parenting                       Other (describe below)

Explanation of Other:

**Target Population:**

- General                       At-Risk                       College Bound                       Special Ed

**Comment:**

**CORPORATE INFORMATION**

**CTDS:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_    **EntityID:** \_\_\_\_\_

**Contact:**

**Title:**

**Phone:**

**Fax:**

**E-Mail:**

**Web Site (URL):**

**Mailing Address:**

**Physical Address:**

**Authorized Signers (from current GSA):**

**Mission Statement/Philosophy:**

ATTACH SHEET OR USE BACK OF THIS SHEET

Other Information/Comments:

**New/Change Site Information Sheet - Sponsor: \_\_\_\_\_**

<b>Corporate Name:</b> _____	<b>Date:</b> _____
<b>dba:</b> _____	

**SITE INFORMATION** CTDS: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **EntityID:** \_\_\_\_\_

<b>Site Name:</b>		<b>Start date:</b>
<b>Grades Served (this site):</b>		<b>Located in this School District:</b>
<b>Site Contact:</b>		<b>Title:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>E-Mail:</b>
<b>Mailing Address:</b>		<b>Physical Address:</b>

**SITE INFORMATION** CTDS: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **EntityID:** \_\_\_\_\_

<b>Site Name:</b>		<b>Start date:</b>
<b>Grades Served (this site):</b>		<b>Located in this School District:</b>
<b>Site Contact:</b>		<b>Title:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>E-Mail:</b>
<b>Mailing Address:</b>		<b>Physical Address:</b>

**Comments/ Notes:**

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